

## Physics Division

### Guest or Staff Interview

Current position:

Years at LBNL:

1. Do you have a Job Hazards Analysis (JHA)?
  - a) Have the potential hazards of your job been explained to you? By whom?
  - b) What are the important hazards listed?
  - c) Has your supervisor (or work lead) reviewed your JHA with you?
  - d) Does it accurately describe your activities?
2. Who is your supervisor? Who is your work lead?
3. Explain or show where to find
  - a) Division organizational chart
  - b) Division's Integrated Safety Management (ISM) plan
  - c) Pub 3000 (Lab's Health & Safety manual)
4. What does ISM mean to you?
5. Did you receive any On-the-Job Training (OJT)? Are there laboratory or project notebooks or other documents available that discuss safety procedures and practices for work and equipment in your project?
6. Are you listed on a formal work authorization besides your JHA (AHD, SSA, RWA)?
7. Do you manage an SAA or chemical inventory?
  - a) Where would you find an MSD sheet? (show)
  - b) Have you ever looked at an MSDS?
  - c) Where is the chemical inventory database? (show)
  - d) Are your chemicals labeled and barcoded?
8. Were you told about dosimeters and given an opportunity to obtain one?
  - a) Do you need one?
  - b) Do you have one?
  - c) Are you required to have one?
9. Have you completed required training?
  - a) Have you done an ergonomic self-assessment?
  - b) Do you think you need additional training?
10. How often and when does your supervisor or work lead discuss safety with you?
11. Explain the Lab's policy on PPE and food in a technical area.
12. What was the last safety incident you heard about? And how did you hear of it?

- a) Labwide
  - b) In Physics
13. What number do you call in an emergency?
    - a) Do you know where emergency information for your lab or project is?
    - b) Were you informed about safety equipment such as shoes and glasses and how to obtain them?
    - c) Do you know where to locate the emergency evacuation routes in your building?
    - d) Do you know about the Laboratory “stop work” policy?
    - e) What do you do if someone tells you to stop work?
  14. Who is the Division Safety (EHS) Coordinator?
  15. How do you hear about new or revised safety policies and procedures?
  16. If you have a safety concern in your lab, with whom would you discuss it? If you have a safety concern outside your lab, with whom would you discuss it?
  17. What do you do if you have an injury or an accident with at work?
    - a. What about after hours?
  18. Does your annual performance evaluation address ES&H performance?
  19. What do you do if you are not sure about the safety of a task at work?
  20. Have you seen any near hits? Did you report any near hits?
  21. What would improve safety in Physics?

COMMENTS: